



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>DEPUTY STATE FORESTER</b>	<b>42</b>	<b>A</b>	<b>1.803</b>

Under administrative direction of the State Forester, the Deputy State Forester provides administrative oversight and coordination of the statewide Fire and Resource Management Programs and the delivery and administration of regional forestry programs to ensure the protection of forest, range and watershed resources; act as a liaison with State, federal and local agencies in the management of natural resources on private and public land.

Act on behalf of the State Forester in all matters related to division operations, activities and personnel as directed by the State Forester.

Provide administrative guidance and supervise assigned staff including Forestry Program Coordinators and Forestry Regional Managers; assign duties, evaluate performance, counsel, discipline and terminate assigned staff as required; coordinate program activities with fiscal and personnel management functional areas; assist Forestry Regional Managers and Forestry Program Coordinators with personnel actions ensuring compliance with State and federal laws; provide administrative oversight in drafting and changing division policies, procedures and regulations.

Provide oversight and coordination in development of budgetary information from program areas for the biennial budget; ensure fire reporting and billings are prepared in a timely manner and submitted to accounting staff for review and processing; ensure regional and statewide annual plans are met and funding requirements supported; oversee regional administration in the delivery of fire, resource and conservation camp operating and spending plans.

Investigate and pursue external funding sources; prepare and submit grant proposals to federal agencies for approval; notify regions of budget allocations; consolidate, review and submit federal reporting documents; ensure program expenditures and activities are in compliance with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.

Provide administrative oversight to ensure continuity of fire management administration within the regions in conformance with division policies; ensure adequate fire management support between regions for fire suppression and back-up; oversee intra- and inter-agency training and coordination; provide oversight to liaison with the National Guard, Division of Emergency Management, and other divisions within the department to coordinate activities and resources.

Provide administrative oversight to ensure the continuity of resource management within the regions; ensure the cooperation and coordination of program plans to facilitate and promote sharing of funding, labor and equipment whenever possible.

Provide for statewide coordination of fire and resource programs through efforts of regional and central office staff; provide uniform delivery of statewide forestry programs within the regions while balancing the needs of the public and private landowners with sound resource management practices.

Coordinate resource and fire management programs with federal, State and local entities; represent the division at meetings including city councils, county commissions, State agencies, national groups and civic organizations as required.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Possession of a valid driver's license is required.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in forest, range or resource management or closely related field and five years of increasingly responsible and varied program management experience involving resource management and fire suppression, including at least two years in a supervisory capacity; **OR** one year as a Forestry Regional Manager in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** principles, practices and methods of effective management including supervision, budgeting and fiscal management; fields of study related to forest health including silviculture, horticulture, entomology, botany, range management, hydrology and soil science; fire management including wildland and structural fire suppression and prevention methods, law enforcement, air operations, communications, interagency cooperation, and equipment and property management; development of interagency mutual aid agreements and administration of contractual agreements; best management practices of forest, range and watershed resources including forest silviculture, vegetation management, riparian enhancement, wildlife management and protection of threatened and endangered plant species; federal laws and regulations related to forest harvest practices and the protection of threatened and endangered plant species, environmental assessments and resource planning processes; federal grant application and administration procedures. **Ability to:** plan, organize, direct and control statewide programs related to the conservation and protection of forest, range and watershed resources; establish and maintain effective working relationships with federal, State, local, private agencies and individuals; represent the division and act on behalf of the State Forester; communicate effectively both orally and in writing; prepare concise, logical and analytical reports; interpret and explain complex and sometimes conflicting policies, procedures, laws and regulations; understand and balance the diverse demands of users with natural resource stewardship; supervise and evaluate the performance of assigned personnel including management, professional, technical and support staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** State, county and municipal laws and regulations governing Nevada forestry management; Nevada State personnel, budget and purchasing rules and regulations; Nevada forest, range and resource management practices. **Ability to:** direct and deploy division resources within authorized staffing and budgetary limitations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.803

ESTABLISHED:	1/1/61
REVISED:	9/1/64
REVISED:	7/1/71
REVISED:	4/24/75
REVISED:	11/2/76
REVISED:	2/22/77
REVISED:	7/1/87-12P
	10/17/86PC
REVISED:	7/1/93R
	12/3/93UC
REVISED:	10/7/94UC
REVISED:	7/1/97P
	6/4/96PC
REVISED:	2/19/98R
	3/23/99UC